How to Fill Out a Timesheet

The Payroll Office works in compliance with rules and regulations and policies that have been established and set by the College, COMAR, and Federal and State Governments.

Types of Timesheets:

There are three types of timesheets – PIN, Contractual and Work-Study:

- PIN timesheets are processed and distributed by the Office of Human Resources. Human Resources manage the leave and other personnel issues for PIN employees.

**Timesheets that are not submitted on the scheduled time and date may not be processed until the subsequent pay schedule. The Payroll Office staff will make every effort to contact the employee/supervisor via telephone and email to secure the PIN timesheet. If the timesheet is not received after attempts have been made, the employee will be marked 10-days absent and not paid for that pay period.** Once the fully authorized timesheet has been received by the Payroll Office, the employee will be paid for the hours not paid and any subsequent timesheet hours.

- Contractual timesheets are generated and distributed by the Payroll Office per contractual agreement. Work-Study timesheets are generated and distributed by the Financial Aid Office.

**Fully authorized contractual & Work-Study timesheets must be submitted to the Payroll Office according to the Contractual Payroll Schedule every other Monday by 5:00pm (unless the Payroll Office requests the timesheets at an earlier date and time due to an advance notice from Central Payroll Bureau in Annapolis).**

The following procedures apply to all timesheets:

- **All timesheets** should include lunchtime breaks in the total hours that are submitted for each work day. For example, if an employee works from 8:30am to 5:00pm, the total hours are eight and one-half, but the total hours reported should be eight hours which takes into account one-half hour for a lunch break.

- Absolutely **NO WHITE OUT** on timesheets.
**PIN Timesheet Guidelines**

- PIN timesheets must note time IN and time OUT and totaling the number of hours worked for that day. Hours must be calculated for each week and totaled for the two week period. Full time faculty members must also enter the letter ‘D’ for days present.

- If leave is taken, the appropriate leave code must be listed. The Payroll Office will verify leave codes to ensure that the employee is eligible for the leave listed.

- The timesheet will be forwarded to Human Resources for verification and approval of FMLA, Accident Leave, and Leave without Pay, Administrative Leave and Annual Leave Payouts.

- The Payroll Office will calculate and process shift differential payments for eligible PIN employee (Facilities and Public Safety departments receive shifts differentials). Shifts differentials starts at or after 2 pm. Police officers receive $1.60 per hour and facilities and building guards receives $1.00 per hour.

- Overtime and compensatory time employees must be approved by the authorized member from the President’s Staff.

**Procedures for Full-Time PIN Employees**

A. **PIN Employees**

   1. Employee fills out and calculates timesheet.
   2. Employee signs his/her name. Supervisor or designate signs Timesheet in his/her own name.

B. **PIN Authorized Leave**

   1. In the "Leave Code" column, enter Leave Code from list at the far right of the Timesheet.
   2. In the "Leave Hours" column, enter number of hours of leave taken.
   3. Fill in "Actual Hours Worked" column.
   4. Add "Actual Hours Worked" and "Leave Hours" and place sum in "Total Hours" column.
   5. **Example #1**

      John Doe was approved to take a half day of annual leave. On his timesheet he places:

      o 4 in "Actual Hours Worked" column
6. **Example #2**

   Jane Doe calls in sick for the day to her director (within 15 minutes of her normal starting time). The next day the director approves her sick leave. On her timesheet Jane places:
   - 0 in the "Actual Hours Worked" column
   - 21 in the "Leave Code" column (21=Sick Undocumented)
   - 8 in the "Leave Hours" column
   - 8 in the "Total Hours" column (0 plus 8 = 8)

C. **PIN Leave without Pay**

   1. Fill out Timesheet as above (see steps 1-3).

   2. Instead of Step 4, copy number from "Actual Hours Worked" to the "Total Hours" column.

   3. **Example #1**

      Unfortunately, John Doe is suspended without pay for three (3) days. When he returns to work he completes his timesheet by placing:
      - 0 in the "Actual Hours Worked" column
      - 66 in the "Leave Code" column (LWOP - Dic. Susp.)
      - 8 in the "Leave Hours" column
      - 0 in the "Total Hours" column
      - (Total Hours column means total hours for pay and since he will not be paid for the three days, zeros in this column are appropriate.)

**Understanding Contractual & Work-Study Timesheet Guidelines**

- Contractual employees are only paid for hours worked.

- Contractual employees are not eligible for shift differentials.

- Contractual employees can only be paid according to the value of the contractual agreement and the ending date of the contractual assignment. If a timesheet is submitted
and there are not enough funds remaining in the contractual agreement, the employee will be paid ONLY for the hours remaining. The Payroll Office will contact the supervisor/manager via email to make them aware that there was not enough money to pay the timesheet hours and a new contract will be generated for payment of remaining hours submitted.

- Contractual employees are not paid for holidays or when the College is closed due to an emergency. The exception would be if the Governor declares a disaster day for all employees and permits contractual employees to be paid at that time.

- Employees, supervisors and managers should track the hours worked on each contract to ensure that the employee has sufficient hours to process timesheets submitted for payment.

- The Payroll Office will provide a bi-weekly report to supervisors and managers that contain a summary of contractual payments and balances. This is a courtesy report that will assist with tracking hours.

### Procedures for Contractual & Work-Study Employees

- The contractual timesheet must be filled in with time IN and time OUT with a total number of hours listed for that day.

- Hours must be totaled for each week and totaled for the two week period.

- Contractual timesheets that have not been totaled corrected will be corrected by the Payroll staff. If there are conflicting hours on timesheets, the Payroll Office will make every attempt to contact the supervisor/manager for corrections (by email or telephone). If the conflicts are not resolved, **the Payroll Office will not process the timesheets until the conflicting hours have been resolved.**

- Timesheets that are not submitted on the scheduled time and date may not be processed until the subsequent pay schedule. Once the fully authorized timesheet has been received by the Payroll Office, the employee will be paid for the hours not paid and any subsequent timesheets hours.

### D. Adjunct Faculty

The Academic Affairs and Business & Finance Divisions collaborated in the development of new processes and procedures that are designed to expedite contract processing, time reporting and subsequent payments to adjunct faculty. Please note that this process is only for processing adjunct
faculty instructional contracts. Any contracts to faculty and staff that are not for instructional courses will continue to be prepared and processed in the normal manner.

- Every other Tuesday, a Contract status report will be provided to each Dean listing, by PCA, those contract data entries that are either: awaiting finalization and printing, or are printed and forwarded the divisions departments for signatures.

- Timesheets (for adjunct faculty only), are replaced by an attendance report to be prepared by the Payroll Office. Reviewed by each department’s administrative staff, and approved by the department Chair and Dean. This form becomes the basis for (two, three or four) payments to be made to each adjunct faculty instructor. The number of payments is based on the duration of the academic session (15 weeks, 12 weeks, accelerated I, accelerated II).

- Exception reports (Attachment I) for modifying payments to adjunct faculty due to absence or other reasons will be prepared by each department as necessary. The Exception report should be submitted with the Attendance Report so that Payroll can make the adjustments accordingly.

- Contracts that have been printed cannot be manually revised or modified. If for some reason a contract has to be revised, a Contractual Employment Cutoff Form should be completed and submitted to the Payroll Office for processing. Once the Payroll Office cancels the printed contract, notification will be made by e-mail to the appropriate department staff that can then re-enter the necessary contract data in the PEACE system and then request the contract be printed. Notification by the Payroll Office will be made within 24 hours of receiving the contract document to be reprocessed.

- Adjunct faculty will be paid once per month during the Fall, Spring, Winter and Summers. Time attendance reports will be forward to departments.